

**POLICY STATEMENT
GLG 110—PRINCIPLES OF GEOLOGY
LABORATORY SECTIONS—SPRING 2008**

GEOLOGY

**DEPARTMENT OF GEOGRAPHY,
GEOLOGY, AND PLANNING**

Laboratory Section: _____
Time: _____

Instructor: _____
Office: _____
Phone: _____
Office Hours: _____

I. CATALOG DESCRIPTION

GLG 110 Principles of Geology. 4(3-2) F,S. How Earth works. The building blocks of Earth: minerals and rocks. Earth's dynamic interior, plate tectonics, earthquakes, volcanism, and mountain building. Surface processes associated with streams, ground water, glaciers, wind, and shorelines. Laboratory instruction in identification of common minerals and rocks; the use of topographic maps, and landform identification from topographic maps. Optional weekend field trips.

II. COURSE OBJECTIVES AND GOALS

GLG 110 (Principles of Geology) is a General Education science course with a laboratory component. The instructional goals of GLG 110 are related to the goals of the Missouri State University General Education program as follows:

GLG 110 Instructional Goal #1. Teach the general education student how to identify and classify common minerals and rocks for the purpose of developing an understanding of their importance in the continued economic development of a prosperous society. This instructional goal of GLG 110 relates directly to the following goals of the Missouri State General Education program: I.B.2, I.B.3, I.B.4, I.C.2, I.C.4, I.C.5, I.D.2, I.D.3, II.A.1, II.A.3, II.A.5, II.B.3., and II.B.5.

GLG 110 Instructional Goal #2. Teach the general education student to understand the role of dynamic internal earth processes such as volcanism, earthquakes, plate tectonics, and mountain building as they control the evolution of the earth's crust and the geographic distribution of natural resources. This instructional goal of GLG 110 relates directly to the following goals of the Missouri State General Education program: I.B.2, I.B.3, I.B.4, I.C.2, II.A.1, II.A.3, II.A.4, II.B.4., and II.B.5.

GLG 110 Instructional Goal #3. Teach the general education student to recognize and interpret the role of surficial earth processes such as running surface water, ground water, glaciers, wind, and ocean waves and currents in the sculpting of the earth's surface. This instructional goal of GLG 110 relates directly to the following goals of the Missouri State General Education program: I.B.3, I.B.4, I.B.5, I.C.2, I.C.4, I.D.2, I.D.3, II.A.1, II.A.3, II.A.4, II.A.5, II.B.4, and II.B.5.

GLG 110 Instructional Goal #4. Teach the general education student to read and use topographic contour maps to: a) determine the relative size and distance between features as represented at different scales, b) describe the location of features according to both latitude and longitude and the Congressional Land Survey System, c) locate drainage divides and determine stream gradients, and d) interpret the development of erosional and depositional landforms in both temperate and arid regions, with emphasis on the stream and groundwater (Karst) features predominant in the Ozarks region. This instructional goal of GLG 110 relates directly to the following goals of the Missouri State General Education program: I.B.3, I.B.4, I.B.5, I.C.1, I.C.2, I.C.4, I.D.2, I.D.3, II.A.1, II.A.4, II.A.5, II.B.3., II.B.4, and II.B.5.

III. COURSE ASSESSMENT

Like every course in the General Education program, GLG 110 will be assessed regularly to determine how well it is meeting the aims and goals of the General Education program. The mechanism we use to accomplish this assessment is a pre-test/post-test. The pre-test will be administered in the laboratory sections during the first week of the semester; the post-test will be administered in the lecture sections during Final Exams week.

IV. REQUIRED TEXTBOOK

The required text for the laboratory part of this course is the same text used for lecture; namely, The Earth: An Introduction to Physical Geology (9th ed.) with interactive CD-ROM by Edward Tarbuck and Frederick K. Lutgens. Also, you are required to have your own copy of the Laboratory Coursepack for GLG 110: Principles of Geology (Revised for 2007-2008).

V. GRADING OF THE COURSE

Your course grade for GLG 110 will be based 67% on your performance in lecture and 33% on your performance in laboratory. At the end of the semester your laboratory instructor will report your **Total Laboratory Percentage** to your lecture instructor, and your lecture instructor will then determine your Total Course Percentage according to the following formula:

$$\text{Total Course Percentage} = 0.67 \times \text{Total Lecture Percentage} + 0.33 \times \text{Total Laboratory Percentage}$$

Your lecture instructor will then determine your course grade from your Total Course Percentage according to the following fixed scale:

90.00 and above	A	60.00 to 69.99	D
80.00 to 89.99	B	59.99 and below	F
70.00 to 79.99	C		

VI. LABORATORY EXAMS:

There will be four laboratory exams. Each exam covers approximately one-fourth of the laboratory material. All four of these exams are already scheduled, and their dates are listed on the accompanying GLG 110 Laboratory Schedule. Each exam will be worth a total of 100 points. Individual laboratory instructors have the discretion to use up to 20 points of each 100-point exam score for homework exercises and/or quizzes administered prior to the actual exam date.

In each section of GLG 110 lab the median score will be calculated for each exam. If the median falls below 70% on any exam in any section, the scores for that exam for all students in that section will be adjusted upward by adding the number of points necessary to bring the median to 70%. The purpose of this normalization is to provide an equal basis for evaluation by “normalizing out” any systematic difference in exam scores that might result from the natural tendency of some instructors to write “harder” exams than others, not to soften the impact of low exam scores resulting from lack of effort or poor attendance on the part of disinterested students. Therefore, students who have missed any labs covered by a particular exam will not be included in the calculation of the median for use in the normalization for that exam. (Note: This policy should not be viewed as “curving.” The grades for GLG 110 are determined on the fixed scale described above rather than on any type of standardized “curve.” Therefore, it is entirely possible for all students in GLG 110 to earn “A”s—simply by performing at or above the 90% level).

Under no circumstance will an individual student be allowed to take an exam later than the rest of the class. If you will be out of town on a school-sponsored activity on one of the scheduled exam dates, you must contact your GLG 110 laboratory instructor at least two weeks in advance to make arrangement to take the exam early.

There will be one comprehensive make-up lab exam given on the last day of the semester (Thursday, May 8, 2008, 4:00 p.m., Temple 372). This will be the ONLY exam you can take to make up for missing a regularly scheduled lab exam. The exam will have 60 multiple choice questions covering minerals, rocks, topographic maps, geologic maps, and geomorphology. If you miss a regularly scheduled exam during the semester, NO MATTER HOW LEGITIMATE YOUR REASON, this will be your only opportunity to replace your "0" grade for the missed exam. THIS EXAM WILL ONLY REPLACE ONE MISSED REGULAR EXAM. IN NO CASE CAN IT BE USED TO REPLACE A POOR GRADE ON AN EXAM ALREADY TAKEN.

VII. ACADEMIC INTEGRITY POLICY

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's student honor code, *Student Academic Integrity Policies and Procedures*, available at <http://www.missouristate.edu/provost/3935.htm> and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Cheating on exams is a very serious offense and will be dealt with accordingly in this course. The first occurrence of cheating by a student in this course will result in a grade of "0%" being assigned for the exam in question, and this "0%" grade will be averaged in with that student's other exam scores. (Note: a "0%" grade received for cheating on an exam cannot be replaced by taking the comprehensive make-up exam.) A second occurrence of cheating by the same student will result in the instructor initiating the procedure for assigning an "XF" grade for the course.

VIII. ATTENDANCE IN LABORATORY

Your attendance in laboratory will not be used in any negative way in the determination of your grade for this course. In other words, your course grade will not be lowered simply for skipping labs. However, at least for most students, regular attendance in lab will be essential for mastery of the material presented in this course. Attendance will be kept, as required by university regulations, for verification of attendance status in relation to student loans, grants, scholarships, etc.

IX. STUDENT'S RESPONSIBILITIES

1. **Budgeting Time for Study.** It is one of the primary responsibilities of a college student to budget enough time to study effectively for each course. As a general rule of thumb, you should plan for at least two hours of out-of-class study for each hour of in-class lecture time and at least one hour of out-of-class study for each hour of in-class lab time. In other words, you should expect to spend at least eight hours each week studying for GLG 110. However, the specific amount of study time needed to obtain a passing grade in this course will vary from student to student, and in no case will grades be determined on how hard the student tries or how long the student has studied.
2. **Obtaining Notes for Missed Laboratory.** If a student misses a lab, it is that student's responsibility to obtain notes from some other member of the class. Instructors are not allowed to distribute copies of their notes to students, so please don't ask.
3. **Seeking Outside Help.** It is the responsibility of the student to seek help in understanding material covered in this course before irreparable damage is done to the student's course grade. Both your lecture instructor and your lab instructor will be happy to answer questions and provide additional one-on-one help during their office hours or at any other mutually convenient time. However, it is the student's responsibility to prepare for this additional help by thoroughly reading the assigned material and carefully reviewing class notes before going to the instructor's office so that the student can communicate in a coherent fashion and with specific questions concerning the material that has not been understood. If your instructor asks you "What don't you understand?" and you answer "Everything", then you are not adequately prepared to be able to take advantage of the additional help your instructor could provide.

X. OPPORTUNITIES FOR ADDITIONAL STUDY

Open Labs: Temple Hall Room 372 will be open each Friday preceding the scheduled GLG 110 lab exams. One or more GLG laboratory instructors will be present from 2:00 to 5:00 p.m. to answer questions. You are encouraged to take advantage of this opportunity to review the material presented during your regular laboratory meetings.

XI. EXTRA CREDIT WORK

Except for the bonus credit for participating in the field trips (described in the Policy Statement for the Lecture Section), there will be no opportunity for extra credit. Please don't ask.

XII. DROPPING THE COURSE

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class, see <http://www.missouristate.edu/registrar/chnsched.html>). If you wish to withdraw from the University (i.e., drop all your classes), contact the Registration Center, Carrington 320, 836-4335.

For Fall 2007, the no-penalty drop deadline is Wednesday, October 24; the last day to drop the course is Friday, November 30. Students who drop by the no-penalty drop deadline receive an automatic N grade. Students who drop between the no-penalty drop deadline and the last day to drop receive either an N or an F grade, based on their performance in the course up to the date the drop is processed.

XIII. DISABILITY ACCOMMODATION POLICY

Any student with a physical or learning disability which he or she feels may affect performance in this course should arrange to meet with the instructor as soon as possible to discuss his/her individual situation.

For further information about services available to students with disabilities, or to request academic accommodation for a disability, contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 (voice); (417) 836-6792 (TTY), <http://www.missouristate.edu/disability>. Students are required to provide documentation of disability to Disability Services prior to receiving accommodations. Disability Services refers some types of accommodation requests to the Learning Diagnostic Clinic which also provides diagnostic testing for learning and psychological disabilities. A fee is charged for testing. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, <http://psychology.missouristate.edu/ldc/>.

XIV. NONDISCRIMINATION

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Equity and Diversity, Sicheluff Hall 296, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.

XV. POLICY ON USE OF CELL PHONES IN CLASS

The use by students of cell phones, pagers, or similar communication devices during scheduled classes is prohibited. All such devices must be turned off or put in a silent mode and cannot be taken out during class. At the discretion of the instructor, exception to this policy is possible in special circumstances. See <http://www.missouristate.edu/provost/4264.htm> for complete policy.